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Minimum Qualification Specifications
for the Class:

EMPLOYMENT SECURITY APPEALS REFEREE
(EMPL SECURITY APPEALS REFEREE)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Three (3) years of progressively responsible professional or other analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; and identifying, evaluating and analyzing issues involved and interpreting and applying various statutory provisions, rules or regulations to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques and prepare clear and concise written reports of facts, issues, application of laws, rules, regulations and procedures and recommendations for action.

Specialized Experience: Two (2) years of progressively responsible professional or other analytical work experience of one or a combination of the kinds described below:

- (a) Responsible experience which demonstrated knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government. Such experience may have been obtained through work which involved either: (1) conducting hearings of contested cases in government including time required to conduct research and study preparatory to conducting hearings and subsequently to analyze the evidence and prepare findings of fact, conclusions of law and recommendations or decisions as applicable; or (2) serving as a responsible representative of a party at, or actively participating as a party in such hearings including time required to conduct research and study preparatory to the hearing, gathering and evaluating facts to be submitted as evidence and preparing analyses or memoranda subsequent to hearings, as applicable. Experience in either conducting hearings or representing or being an active party in hearings need not have been on a full-time basis. However, credit will be given for that portion of time in which the above activities were actually performed.
- (b) Experience which demonstrated thorough knowledge of unemployment insurance laws, rules and regulations. Evidence of such level of knowledge includes work as a supervisor over lower-level unemployment insurance claims examiners which included responsibility for the coordination of work, training and the review and evaluation of the propriety of benefits determination work performed by subordinates; as a professional performing the most difficult and complex unemployment insurance assignments involving the investigation of disputes under the employment insurance law; or as a program specialist responsible for evaluating unemployment insurance program operations and developing or revising policies, procedures and techniques and providing technical advice to supervisors and others.

Non-Qualifying Experience: Clerical work experience, although it may be in the field of appeals processing or unemployment insurance claims examination and other application of law, is not qualifying.

Substitutions Allowed

1. Satisfactory completion of academic requirements for a master's degree from an accredited college or university which required completion of

research and the preparation of extended reports may be substituted for one (1) year of the general experience required.

2. Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body) which included study of techniques of legal research and writing, administrative law, rules of evidence, and civil procedures may be substituted for the general or specialized experience required on the basis of fourteen (14) semester credit hours for each one-half (1/2) year of experience required up to a maximum of one and one-half (1-1/2) years of general experience and/or one and one-half (1-1/2) years of the specialized experience.
3. Possession of a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for all of the general and specialized experience required.
4. Excess specialized experience may be substituted for the required general experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class EMPLOYMENT SECURITY APPEALS REFEREE (EMPL SECURITY APPEALS REFEREE), which were approved on April 25, 1996.

Date Approved: 1/12/15 *Lisa M. Y. Hodges*
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